



Tetiana Khomych

Administration and Management Professional
with 10+ Years of Experience in UAE,
Turkey and Ukraine

PERSONAL STATEMENT

A meticulous, efficient and organized administrator and management professional with over 15 years' experience and a record of working to very high standards. I have expertise for overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals. I possess astute business understanding and experience in contributing to deliver improvements in processes, productivity, and costs in export sales and business development. I have a vibrant and logical mind with a practical approach to problem solving and a determination to accomplish tasks.

WORK EXPERIENCE

Sales Agent (Direct Reservations, Sales and Promotion Department) Atlantis, The Palm - UAE	Feb 2014 - Date
Account Receivable Address Down Town Hotel - UAE	Feb 2013 - Jan 2014
Cashier Emaar Group Hotel - UAE	Dec 2011 - Jan 2013
Guest - Relation Lindita Hotel Club - Turkey	Mar 2009 - Nov 2010
ZAO ZAZ (Car Plant) - Ukraine	
Production Manager - Full Rotation	Sep 2006 - Feb 2009
Junior Project Manager	Oct 2005 - Aug 2007
Dealer Liaison Coordinator	Jan 2005 - Sep 2005
Human Resources Officer	Feb 2004 - Jan 2005

EDUCATION

Managment Economics (Industrial Managment) State Engineering Acedmy	2006
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CERTIFICATIONS

Training Accounts Receivable Certificate	2013
Eton Insitute Engli Hospitality Certificate	2012
Basic Food Hygiene Certificate	2012

CONTACT

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OBJECTIVES

Seeking middle to senior level position in Administration and Management department, demanding high standards of quality, precision and providing opportunities for professional growth and development.

KEY PERFORMANCES

Project managment in manufacturing sector.
Controlling & management of production department and Administration in hospitality sector.

SKILLS

PROFESSIONAL HIGHLIGHTS

Administration
Hotel management
Customer relation
Budgeting
Product sales
Innovative thinking
Accounts receivable
Cash management
Hotel operations
Food service
Maintenance and Cleaning
Business acumen
IT skills
Team building & management
Training and Developments

- Managing and administering hotel activities;
- Introducing new products, reviewing sales performance, aiming to meet or exceeding targets;
- Making accurate, rapid cost calculations and providing customers with quotations;
- Confirming reservations according to rates that are currently in effect and arranges the billing according to hotel procedures;
- Handling group tours / conventions from the initial blockage to the rooming lists;
- Recording all reservations neatly and accurately on prescribed forms;
- Handling all advance deposits received by crediting the amounts into the correct guest's folios and issuing receipts to the senders;
- Checking incoming letters, telexes and faxes than distributing to whom it may concerned within the reservation department;
- Updating computer immediately and accurately if there's any changes & sends out confirmation slip promptly if requested;
- Handling any request for amenities or transportation promptly and accurately;
- Updating guest history records, travel agency/company records and account receivable records on a regular basis;
- Dealing with cash-flow and communicationg with customers;
- Completing the night time close, audits and working with all functions to work as a team for the business;
- Facilitating all kind of payments;
- Dealing with all employee matters and compensation;
- Producing and carrying out work studies and building relationships with employees over all matters;
- Building relationships with dealers over all delivery matters and ensuring deliveries met specification and working with quality teams;
- Developing full scale projects plans and managing budgets; and
- Quality assurance, constantly monitoring and reporting on progress of the project to all stakeholders.